

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

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STATE BOARD OF FIRE SERVICES

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MINUTES
STATE BOARD OF FIRE SERVICES

Thursday, February 3, 2000
Sacramento, California

MEMBERS PRESENT:

Woody Allshouse, Acting State Fire Marshal
Steve Brown, California Fire Chiefs' Association
Denny Bungarz, County Government
Dan Coffman, California State Firefighters' Association
Mike Dougherty, Ex Officio, Office of Emergency Services
Michael D. Esparza, (Vice Chair, SBFS), California State Firefighters' Association
Scott Kenley, California Fire Chiefs' Association
Richard Mayberry, Sacramento Area Firefighters Local 522
Denny McEntire, City Government
Carol Ann Mitchell, Volunteer Firefighters, California State Firefighters' Association
Glen Newman, Ex Officio, Department of Forestry and Fire Protection
Allen Rush, California State Firefighters' Association
* Joel Varn, Insurance Industry

MEMBERS ABSENT:

Steven K. Barrett, California Department of Forestry Firefighters
Jeff Bowman, California Fire Chiefs' Association
P. Michael Freeman, California Metropolitan Fire Chiefs
Thomas J. Sullivan, Fire Districts Association of California

CDF/OFFICE OF THE STATE FIRE MARSHAL STAFF PRESENT:

Art Cota, Division Chief, State Fire Training
Bill Cote, Chief, California Department of Forestry and Fire Protection Academy
Jerry Geissler, Chief, Training and Education
John Guhl, Deputy State Fire Marshal, Regulations, Fire Engineering
Kim Kirkpatrick, Deputy State Fire Marshal, Fire Engineering
Keith Larkin, Assistant Chief, California Department of Forestry and Fire Protection Academy
Lori Mote, Legislation, California Department of Forestry and Fire Protection
Nancy Wolfe, Chief, Fire Prevention, OSFM, California Department of Forestry and Fire Protection

GUESTS:

Hugh Holden, Chief, Mountain View Fire Department (accompanied by Mrs. Lisa Holden and son)
Eric Pearce, La Habra Heights Fire Department (California State Firefighters' Association)
T. J. Welch, Northern California Training Officers/Alameda County Fire Department
Jim Wright, California Department of Forestry and Fire Protection, Riverside Ranger Unit/Riverside County Fire Department

* Arrived at 9:50 a.m.

(Note: Items marked with an asterisk [] in the body of these minutes were taken out of order during the proceedings; however, for purposes of continuity, are recorded in these minutes in agenda order. Items marked with a double asterisk [**] were added during the meeting.)*

I. CALL TO ORDER

Chair Woody Allshouse called the State Board of Fire Services (SBFS) meeting to order at 0930 hours, at the California Department of Forestry and Fire Protection (CDF), Office of the State Fire Marshal (OSFM) Headquarters, 1131 S Street, Sacramento, California.

II. ROLL CALL

Roll call was held; a quorum was present.

III. INTRODUCTIONS

Self-introductions of staff and guests were conducted.

IV. ANNOUNCEMENTS

A. Presentations to Newly-Certified Fire Chiefs

Member Scott Kenley, on behalf of the Peer Assessment for Certification Evaluation (PACE) IV Committee, made a presentation to Hugh Holden (Mountain View Fire Department). Chief Holden is one of the three successful candidates recently approved by the SBFS for Fire Chief Certification. Congratulations were also extended to the other successful candidates, Gary M. Lockhart and Ron D. Myers, who were unable to attend today's meeting.

B. Status of SBFS Appointments/Reappointments

Chairman Allshouse noted that the SBFS rules are being researched to determine if there is a time limitation for Members whose terms have expired to be an active voting participant on the SBFS; or, because the Senate does not confirm these appointments, Members continue to serve until reappointed or replaced by the Governor.

* Later, during the meeting, Chairman Allshouse announced that it had been confirmed with the Governor's Appointments Office that SBFS Members continue to serve and function on the SBFS until they are either reappointed or replaced by the Governor.

Member Carol Ann Mitchell announced she will be resigning from the SBFS. Eric Pearce (La Habra Heights Fire Department), representing California State Firefighters' Association, will be submitting his application to the Governor's Office for this position on the Board.

Chairman Allshouse announced that anyone interested in applying for the SBFS can download an application through the Governor's Office website (www.governor.ca.gov) and submit the completed application to the attention of the Appointments Secretary, Michael Yamaki, of the Governor's Office.

** Chairman Allshouse added he is unaware of the progress of the appointment of the State Fire Marshal. The Governor's Office has advised they are in the process of making this appointment; however, it is not known when such appointment will be made.

V. APPROVAL OF MINUTES OF NOVEMBER 4, 1999

Chairman Allshouse asked for additions or corrections and approval of the Minutes of the November 4, 1999 meeting. ***It was moved by Member Coffman to approve the Minutes as submitted; motion seconded by Member Mitchell; motion carried unanimously.***

VI. PROGRAM REPORTS

A. Legislative Update

Lori Mote, CDF Legislation, updated the SBFS on various pieces of legislation that may be of interest to the fire service.

B. Fire Engineering

1. Year 2000 Fire Code Committee Report

Deputy State Fire Marshal John Guhl reported on the current status on the California Building Code (CBC) and the California Fire Code (CFC). He stated that the 1999 supplement of the CBC was completed in December of 1999. This supplement includes amendments from Office of Statewide Health Planning and Development (OSHPD) and the OSFM regarding egress from hospitals (acute care facilities, convalescent hospitals). Adoption of the 1999 National Electrical Code (NEC) has been proposed, which may be held over to the 2000 cycle. Also pending is the OSFM security bar standard, which is based on Underwriter Laboratory (UL) Bulletin 2326.

Regarding the Building Standards Commission (BSC) 2000 Code Partnership, Deputy Guhl reported the Partnership is in Phase II, which includes identification of conflicts between the various publications (International Building Code, Uniform Fire Code, etc.). This process is time-consuming; currently, the group is reviewing the definitions of the various occupancy groups.

2. California Fire Incident Reporting System, Update

Deputy State Fire Marshal Kim Kirkpatrick shared copies of a recent article published in the California Fire Service January 2000 issue regarding the National Fire Incident Reporting System (NFIRS). She stated that NFIRS 5.0 will be fully implemented by California State Fire Marshal's Office by December, 2002.

Deputy Kirkpatrick mentioned that the California Fire Incident Reporting System (CFIRS) program staff recently conducted a random telephone survey of paid, mostly paid, and mostly volunteer fire departments that did not report in 1998 to determine the reasons they did not report. Results of this survey were noted on a matrix and copies distributed to Members.

C. Law Enforcement

Chairman Allshouse noted that Deputy Chief Dave LeMay is attending a deposition in Southern California, therefore, Nancy Wolfe, Chief of Fire Prevention, will be reporting on behalf of Chief LeMay.

1. Arson Information Reporting System and Arson Hotline, Update

Chief Wolfe stated that the Arson Hotline is currently in operation. Funding for this program is provided through June of 2000.

The Arson Information Reporting System (AIRS) is currently being maintained and accessible to users whose passwords have not expired. Chief Wolfe added that AIRS users whose passwords have expired (due to inactivity) need to contact either Marge Yarborough or Kim Archuleta at CDF for re-establishment of their passwords.

Chief Wolfe concluded by stating that the Department of Justice (DOJ) is maintaining the AIRS system through an operational agreement with CDF. This agreement is authorized through June 30, 2000. CDF/OSFM has been working with the administration to develop a funding source to continue this program.

D. Training and Education

1. Marketplace Analysis, Update

OSFM Division Chief Art Cota recalled that at the last SBFS Meeting the language for the labor marketplace analysis was adopted. The suggested grammatical changes were made and finalized. He added he is currently researching to see where this information has been implemented at the program level through the district. He is finding that most of the colleges, especially at the fire technology program level, are not familiar with this information.

2. Curriculum Development, Update

Assistant Chief Keith Larkin distributed and explained the Curriculum Status Update dated February 3, 2000. Regarding the Course Development Guide, he noted that, at the last SBFS Meeting, motion was made and approved to bring all Fire Service Training and Education Program (FSTEP) courses before the SBFS for approval. This guide will reflect that process and is scheduled to be completed by the end of February, 2000.

3. Sudden Infant Death Syndrome (SIDS) Training Reimbursement, Update

Chief Art Cota recalled that, as a result of the determination that SIDS is a reimbursable training program, local governments had submitted to the State Controller claims for reimbursement. The breakdown of estimated and actual total costs, along with a list of those agencies that have filed a claim, is included in the attachment previously sent to the Members. Chief Cota explained that the Legislature will now be considering allocation of the monies to settle these claims.

E. Statewide Training and Education Advisory Committee

1. Regional Academies - Accreditation

a. Reaccreditation of San Diego Fire Department

Chief Art Cota explained that he and Tom Feierabend, Director, Fire Technology, Mt. San Antonio Community College had completed a site visit. Chief Cota stated this application is for Firefighter I and Emergency Medical Technician (EMT). The Statewide Training and Education Advisory Committee (STEAC) is recommending approval for a period of five years. ***Motion was made by Member Brown to approve the***

reaccreditation for a period of five years; motion seconded by Member Varn. Motion carried unanimously.

b. New Application for Los Angeles City Fire Department

Chief Cota explained that this is an application for the Los Angeles Valley Community College and the Los Angeles City Fire Department to become an accredited regional academy to deliver Firefighter I, II, Fire Officer Level I, Chief Officer Level II, and FSTEP courses. STEAC is recommending approval as an accredited regional academy.

Motion was made by Member Esparza to approve this accreditation; seconded by Member Mitchell. Member Coffman commented he is opposed to this approval, as it is an attempt by Los Angeles Valley Community College to circumvent the requirements of the regional academy concept in that the academy would be the Los Angeles City Fire Department Academy. Since they are a local academy already, that is being addressed. He believes Los Angeles City Fire Department has no intention to have students from outside their hiring pool in the academy and Los Angeles Valley Community College currently does not have a fire academy. ***After further discussion, motion was called for the question. Motion carried, with Member Coffman opposing.***

2. Class Processing Issue

Chief Cota explained that considerable feedback was generated from the recent time-frame requirements for course requests. In the past, OSFM required six to eight weeks; however, this did not allow for the inclusion of an invoice being mailed with the class materials. Therefore, it was changed to a minimum of eight weeks and enforced, which allowed for the inclusion of the invoice in the mailing. This new time frame created a problem for delivery of the courses; therefore, OSFM has been working toward developing mechanisms that increase our ability to provide the class approval and course materials in a timely manner. OSFM has been able to streamline these procedures and, therefore, has rescinded this policy and is now back to the six weeks and accommodating requests received as we can, while allowing for the inclusion of an invoice with the course materials provided.

3. California Fire Service Incident Management Training, Certification and Qualifications System Task Force, Update

Member Steve Brown reported that a meeting of this Task Force was held in Riverside on the previous day (February 2, 2000) and was well attended with representatives from different groups including the Firefighting Resources of California Organized for Potential Emergencies (FIREScope), and the Northern and Southern California Training Officers. These groups will ultimately be involved with whatever is adopted and will be delivering courses associated with the recommendations and manage the system at the field level. Member Brown shared copies of the current roster of those involved with the Task Force.

Member Brown stated that, as a result of yesterday's meeting, there were several changes made to the draft document being developed by this Task Force and, therefore, not available for today's SBFS Meeting.

He explained that the same basic premises that the SBFS established for this when they assigned it to the Task Force are still operative. It's based on a voluntary participation, it has a historical recognition component, it's a system based on classes, position task books, prerequisites, currency and physical

ability. The National Wildfire Coordinating Group (NWCG) 310-1 format would be used, along with the program administrator guides as the guideline, initially for the wildland section and, eventually, probably through FIREScope and the other user groups, it would have all-risk components. Where the Incident Command System (ICS) position requires specific expertise in another risk, those would have their own components and certification linked together.

As discussed at the previous SBFS meeting, the ICS positions would be split into levels. The 100 and 200 level classes would be certified at the local fire chief level after the courses have been taken and the program task books have been completed.

At the 300 level (unit leader level), the Task Force has proposed creating a peer review committee representing stakeholders in each Office of Emergency Services (OES) operational area. That committee would consist of a mixture of representatives, initially appointed by the operational area coordinator. The individual who wants to become certified would submit their prerequisites for that ICS position, completion of courses required, and a completed task book. (The task book would be issued to them by their department.)

The 400 level would be similar, except that the peer review committee would be based on OES regions; therefore, there would be six committees statewide to handle the 400 level peer reviews.

Member Brown added that there had been considerable discussion as to whether the 500 and 600 level (Type I and Area Command) should be included in this system. The draft that will be sent out for comment will include the 500 and 600 level. The main issue is that, under NWCG 310-1, in order to reach that level, the individual needs to have completed the two-week exercise given in Arizona, unless we could offer this exercise in California.

Another issue to consider in the development of this system is the cost factor. Member Brown concluded by saying that the Task Force will continue to meet regarding these issues.

Chairman Allshouse requested that an updated draft be prepared by April 16, 2000, and mailed to the SBFS Members for review and discussion at the May SBFS Meeting. A draft can then be distributed to the interested parties for comment and be brought to the SBFS for consideration at the August meeting.

4. Urban Interface Training Recommendations, Update

Assistant Chief Keith Larkin recalled that at the May 1999 meeting of the SBFS, the implementation date for the addition of 32 hours to the Firefighter I certification training was changed to July 1, 2000. STEAC is currently reviewing the Engine Company Officer and the I-Zone course as being included at the Fire Officer level, perhaps as a Command 1C or a course of that nature. Once that is completed, STEAC will study the Chief Officer level.

F. Fire Chiefs' Certification, Update

Member Scott Kenley stated that the Fire Chiefs' Certification program has developed to a point at which it would be more appropriate for a committee to be appointed to make certain decisions. There have been occasions when he has been asked to make decisions he feels could be better handled by a committee. Originally, the PACE IV was not set up as a standing committee, but was assembled when a Board of Review was needed for the process. Member Kenley recommended that PACE IV be a standing committee consisting

of a minimum of five people; the majority of which would include already certified fire chiefs. He asked for recommendations from the SBFS as to the membership of the committee.

Following discussion, it was agreed that a standing committee could administratively be established. Chairman Allshouse asked that Members submit their recommendations for membership to either Chairman Allshouse or Member Kenley, and a PACE IV Committee will be established from those recommendations. Chief Cota will furnish a copy of the Charters for the other PACE committees to Member Kenley for use in developing a Charter for the PACE IV Committee.

VII. OLD BUSINESS

There were no items discussed under "Old Business".

VIII. NEW BUSINESS

A. Fire Departments' Reporting Requirements – State-Owned or Leased Buildings

Chief Nancy Wolfe stated that CDF is charged, by statutory obligation, with the requirement to investigate all fires or explosions in state-owned or state-occupied facilities. Many of these incidents are handled by local agencies and CDF is not always notified. This notification can be made to the local CDF Ranger Unit, CDF Region Office or the Emergency Command Center (ECC). Chief Wolfe asked for the SBFS Members' help in getting this message out to their local agencies.

Vice Chair Esparza asked for clarification on the role of Designated Fire Marshals on State campuses/universities. Chief Wolfe explained that Designated Fire Marshals on campuses/universities have been given limited authority by CDF/OSFM to handle certain issues; however, the notification to CDF for these incidents is still necessary.

Chief Wolfe will provide clarification of this issue through the development of an Informational Bulletin that will include the telephone numbers of ECCs for use in the notification process.

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B. Truckee Meadows Community College District, State of Nevada

Chief Art Cota reported that a letter from Truckee Meadows Community College District has been received requesting consideration to be an accredited regional academy. This college is located in Nevada, near the border, and has a small number of students enrolled in the firefighter academy. Chief Cota questioned OSFM's authority to accredit an academy outside the State of California. The college is probably asking for some sort of equivalency certification to enable candidates to seek employment in California as well as Nevada.

Member Kenley responded that legally the SBFS probably only has the authority to certify for the State of California. Member Varn added that we may want to include in our rejection of their request that we have reviewed their program along with the documents they have forwarded to us and, while they meet the criteria, the SBFS has no authority to certify outside the State of California.

It was suggested that the candidate could apply to the State of California for certification, based on equivalency. Chief Cota responded that the candidate would also need to have worked in a fire agency in California for minimum of one year for this equivalency.

Member Kenley suggested campuses in bordering states could apply for affiliation with a nearby California community college and that California college could apply for accreditation.

Member Mitchell asked Chief Cota to research this issue of reciprocity for other states' certification further and report his findings to the SBFS at the next meeting.

IX. PUBLICATIONS AND INFORMATION DISTRIBUTION

There were no items of information to be shared.

X. OPEN FORUM

Chairman Allshouse noted that, after the appointment of the State Fire Marshal, CDF wanted to examine what occurred during consolidation with the OSFM and the impacts on local government. Since it has been about four years since consolidation, it is time to reevaluate this issue and make sure the customers are receiving the services, etc. An internal committee is being appointed to examine the organizational structure, etc. This committee will also study whether it is best to fully integrate the OSFM program into CDF or keep it as a "stand alone" program in the department. This decision will be based on what is best for our customers (local government).

Member Mitchell stated that the National Volunteer Fire Council has offered the presentation of a leadership administration course in California. She has brought this to the attention of Chief Cota and plans are underway for this course to be held sometime in the fall at the Ben Clarke Training Facility in Riverside County. Further details will be shared with the SBFS as they become available.

XI. SET NEXT MEETING DATES

Meeting dates for the remainder of the year for the SBFS were calendared:

Thursday, May 4, 2000, in Sacramento
Thursday, August 10, 2000, in Sacramento
Thursday, November 2, 2000, in Sacramento

XII. MEETING ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

[Penny Nichols](#)

Penny Nichols
Secretary, State Board of Fire Services